

**GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is [www.gsaadvantage.gov](http://www.gsaadvantage.gov).

Schedule 738 Part X HUMAN RESOURCES AND EQUAL EMPLOYMENT  
OPPORTUNITY (EEO) SERVICES  
Product/Service Code: R499

Contract Number: GS-22F-9749H

For more information on ordering from Federal Supply Schedules go to the internet address: [www.gsa.gov](http://www.gsa.gov). Find link to GSA Schedules. Then find link to Customers Ordering from Schedules. Next, find links to Ordering Procedures for Services Requiring a Statement of Work and Ordering Procedures for Services not Requiring a Statement of work.

Period Covered by Contract: 11/01/2002 to 10/31/2012  
Modification Number PO-0012 effective 11/1/07



**KENSINGTON ASSOCIATES, LLC**

301 Maple Avenue, West  
The Poplar Bldg., Suite H  
Vienna, VA 22180

**Phone Number:** Phone: (703) 938 9500

**Fax Number:** Fax: (703) 938 9504

[www.kensingtonassociates.net](http://www.kensingtonassociates.net)

**Contract Administrator:** Gerald P. Tognetti, President  
[eeopro@aol.com](mailto:eeopro@aol.com)

**Business Size:** Small

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## **CUSTOMER INFORMATION**

1a. Table of Special Item Numbers (SINs):

595-25 and 595-25RC	Investigation Of Discrimination Complaints & Preparation Of Reports Of Investigation  Preparation Of Final Agency Decisions (FAD)  Training & Consultants  EEO Counseling Services Miscellaneous Services
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See labor category descriptions on page 5

1b. Identification of the lowest priced service for each special item number awarded in the contract. See pricing table on page 6

1c. If the Contractor is proposing any hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. See Labor Category Descriptions on page 5

2. Maximum Order for SIN 595-25 and 595-25RC: \$1,000,000.00

3. Minimum Order: \$100.00

4. Geographic Coverage: The 48 contiguous states, Alaska, Hawaii, Puerto Rico and Washington, DC

5. Point of Production: Services will be delivered at the location designated by the customer agency.

6. Statement of Net Prices: Prices shown herein are net.

7. Quantity Discounts: Available on a job-by-job basis. Contact contractor.

8. Prompt Payment Terms: Net 30

9a. Government Purchase Cards will be accepted up to the micro purchase level of \$3000.

9b. Government Purchase Cards will be accepted above the micro purchase level of \$3000.

10. Foreign Items: Not applicable.

11a. Time of Delivery: Within required timeframes as established by Government regulations and/or within the period specified in the ordering agency's statement of work and the order.

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- 11b. Expedited Delivery: All items noted in this price list are available for negotiated expedited delivery.
- 11c. Urgent Requirements: Contact Contractor for the purpose of obtaining accelerated delivery pursuant to Clause No. I-FSS-140-B, Urgent Requirements.
12. F.O.B. Points: Destination
- 13a. Ordering Address: Kensington Associates, LLC  
301 Maple Avenue, West  
The Poplar Bldg., Suite H  
Vienna, VA 22180
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment Address: Kensington Associates, LLC  
301 Maple Avenue, West  
The Poplar Bldg., Suite H  
Vienna, VA 22180
15. Warranty Provision: The contractor warrants and implies that the services rendered under the contract are merchantable and fit for the particular purpose described in the contract.
16. Terms and conditions of Government purchase card acceptance: Kensington Associates accepts Government purchase cards.
17. Data Universal Number System (DUNS) number: 147226468
18. Central Contractor Registration (CCR): Kensington Associates, LLC is registered in the CCR database.

## **LABOR CATEGORY DESCRIPTIONS**

**Trainers.** Trainers educate students on a variety of topics related to Federal-sector civil rights, to include EEO complaint processing, diversity and prevention of sexual harassment. Training is usually conducted face-to-face, but customized on-line training is also available.

Each trainer used to customize EEO off the shelf training courses has a minimum of 10 years experience developing and delivering the training courses to which they are assigned. They are chosen for their expertise in course development, delivery and facilitation. All have college degrees.

**EEO Counselors.** EEO Counselors meet with aggrieved individuals (employees, former employees and applicants for employment) to identify their concerns, frame the issues in their EEO complaints and explore settlement of those complaints in an informal setting. Where settlement is achieved, EEO Counselors may draft settlement agreements and, where settlement is not achieved, EEO Counselors prepare written reports of their activities, in accordance with EEOC Management Directive 110.

Each EEO Counselor has 10 or more years experience in counseling and mediation, both with the Federal Government and with Kensington Associates, LLC. All have received the EEOC-required initial training, as well as the required annual continuing education.

**PRICE SCHEDULE**  
SIN 595-25 and 595-25RC

<b>Labor Rate/Course/Task/Investigation, etc.</b>	<b>GSA Rate thru FY 09*</b>
<b>Investigations of Discrimination Complaints and Preparation of Reports of Investigation</b>	
<b>Individual Case (IC) – one issue</b>	<b>\$2,750</b>
<b>IC Additional Issues (each)</b>	<b>\$ 170</b>
<b>Continuing Violation</b>	<b>\$3,100</b>
<b>Consolidated Case (CC) – one issue</b>	<b>\$3,100</b>
<b>CC Additional Issues (each)</b>	<b>\$ 170</b>
<b>CC Continuing Violation</b>	<b>\$3,275</b>
<b>Preparation of Final Agency Decisions (FADs)</b>	
<b>Individual Case</b>	<b>\$1,290</b>
<b>Consolidated Case</b>	<b>\$1,490</b>
<b>Training and Consultants</b>	
<b>Customized Off-the-Shelf (per hour)</b>	<b>\$ 160</b>
<b>Off-the-Shelf (per day)</b>	<b>\$2,550</b>
<b>EEO Counseling Services (per hour)</b>	<b>\$ 64</b>
<b>* Rates may increase by 3% per year for FY's 2010 through 2012, pending future economic price adjustments</b>	

## **ABOUT US**

Kensington Associates, LLC is a diverse small business enterprise headquartered in Vienna, Virginia. We have been in business since 1984, providing a variety of training, EEO and Human Resources services to Federal Departments and Agencies. Additional information may be obtained from our website at [www.kensingtonassociates.net](http://www.kensingtonassociates.net).